BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 61-201

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Scientific/Research and Development

THE LOCAL SCIENTIFIC AND TECHNICAL INFORMATION PROCESS

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This instruction implements AFPD 61-2, *Management of Scientific and Technical Information*, and DoD Directive 3200.12, *DoD Scientific and Technical Information*, February 15, 1983. It establishes the procedures, processes, and management guidelines for local Scientific and Technical Information (STINFO) officers. STINFO officers help their commanders and directors produce, protect, and control dissemination of technical data and provide for the information needs of individuals in the organization.

SUMMARY OF REVISIONS

This instruction updates, clarifies, and streamlines previous guidelines for local STINFO officers. Aindicates revisions from the previous edition.

1. The Local STINFO Officer:

1.1. Identifies subordinate activities at separate geographic locations that require STINFO officers and determine if the position should be full- or part-time.

1.2. Is the office of primary responsibility for:

- Disseminating STINFO, including technical reports, technical, and professional publications.
- Reporting work-in-progress to the Defense Technical Information Center (DTIC) Work-Unit Information System.

1.3. Develops methods to improve STINFO procedures.

1.4. Keeps up-to-date on emerging technologies that might benefit STINFO activities.

1.5. Schedules and joins in meetings to discuss STINFO concerns and opportunities.

1.6. Submits plans or reports to improve STINFO services, including internal changes that benefit

1.7. Coordinates all elements of the STINFO program with appropriate offices, including the Office of Research and Technical Application (ORTA) to support the Domestic Technology Transfer Program, the technical library, and foreign technology specialists.

1.8. Monitors Information Analysis Centers (IAC) that the organization supports.

1.9. Publishes and disseminates technical material that documents the observations, results, findings, and recommendations of all efforts, particularly to DTIC, IACs, and major technical libraries.

1.10. Reviews all STINFO produced in the organization and marks materials with appropriate distribution statements to control secondary distribution.

1.11. Is the principal contact with DTIC. (***Note: This does not preclude others from dealing with DTIC, particularly if the local program is decentralized.)***

1.12. Updates data into databases at DTIC to keep them current and complete. (***Note: You must keep all work-in-progress data up to date and send all technical reports to DTIC.)***

1.13. Documents and validates that personnel search the DTIC and other applicable databases and literature no later than 6 months before beginning new efforts or making significant changes to ongoing efforts. Project-approval requires principal investigators or program managers to search DTIC databases and use the search results in program planning. Principal investigators and program managers should keep the search results during the life of the project (but not less than 3 years) to help the DoD Inspector General oversee and inspect the project.

1.14. Conducts programs for scientists, engineers, technicians, analysts, managers, and administrators based on training materials, procedures, and policies developed by HQ SAF/AQT.

1.15. Prepares standing operating procedures, local regulations, local policy documents, or supplement to Air Force instruction to assign responsibility for various parts of the STINFO program to appropriate offices and identify the information shared among program participants.

1.16. Withholds unclassified technical data from public disclosure.

1.17. Sponsors, cosponsors, and conducts unclassified and classified conferences and symposia.

1.18. Provides appropriate support to the local ORTA.

1.19. Collects, analyzes, and interprets data on the effectiveness of the program. You must have meaningful data to measure STINFO performance.

1.20. Attends HQ SAF/AQT STINFO training sessions and conferences, DTIC user meetings, and related professional-development courses, seminars, workshops, and conferences.

1.21. Use AF Form 2519, **All Purpose Checklist**, illustrated in **Attachment 1** to help you comply with this section.

2. Commanders and Directors. Appoint a member of the headquarters staff to be the activity's STINFO officer, reporting directly on STINFO program status. ***Note: STINFO officers should have appropriate grade and adequate authority to make sure that their activities participate, including identifying and appointing points of contact in the organization to carry out portions of the program. Use AF Form 2519, illustrated in* Attachment 2*, to assist you in complying with this section.***

3. Terms Explained:

3.1. Defense Technical Information Center (DTIC). Acquires, stores, announces, and retrieves technical documents under the operational control of the Office of the Director of Defense Research and Engineering. Provides secondary distribution for documents and maintains three automated databases accessible by DoD personnel and two of which are accessible by current and registered potential defense contractors. The databases cover DTIC's Technical Report collection as well as work-in-progress (the Work-Unit Information System) and Independent Research and Development (IR&D) efforts. The IR&D database is limited to DoD personnel.

3.2. Local STINFO Officers. Carry out and enforce compliance with the various elements of the Air Force STINFO Program. Appointed by the local commander.

3.3. Office of Research and Technology Application (ORTA). Oversees the Domestic Technology Transfer Program as required by the *Federal Technology Transfer Act* of 1986 (Public Law 99-502).

3.4. Potential Defense Contractor. Individual or organization outside of DoD that is certified as eligible to receive STINFO based on registration and confirmation of need-to-know by an appointed Army, Navy, or Air Force Potential Defense Contractor Program coordinator.

3.5. Technical Document. Any recorded information, regardless of its physical form or characteristics, that contains scientific and technical information, or technical data including production, engineering, and logistics information. Official Air Force publications, which are not distributed through DTIC are excluded.

DARLEEN A. DRUYUN
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Attachment 1

SAMPLE AF FORM 2519, ALL PURPOSE CHECKLIST, FOR LOCAL STINFO OFFICERS

Figure A1.1. Sample AF Form 2519.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA EVALUATION CHECK LIST—For Local STINFO Officers		OPR	DATE	
NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	✓		
1.	Attended STINFO training.			
2.	Identified STINFO needs within your organization.			
3.	Identified subordinate activities that require full- or part-time subordinate STINFO managers.			
4.	Procedures established to obtain STINFO services and support from the Defense Technical Information Center (DTIC).			
5.	Controls in place to ensure searching of DTIC data bases before all new starts or significant changes to ongoing programs.			
6.	Technical publications program in place and tracking system established.			
7.	Procedures in place for submission of information to DTIC with controls to ensure complete and timely submission.			
8.	Procedures and controls in place for marking technical documents.			
9.	Conducting indoctrination of local scientists, engineers, and others.			
10.	In the coordination cycle of others who are establishing and planning meetings.			
11.	Publish proceedings of meetings held in your organization.			
12.	Coordinate with other offices. a. Security. b. Public Affairs. c. Data Management (STINFO data items are included in contracts.) d. Local technical library.			

AF FORM 2519, NOV 91 (EF) PREVIOUS EDITION WILL BE USED.

Attachment 2

SAMPLE AF FORM 2519, ALL PURPOSE CHECKLIST FOR COMMANDERS AND DIRECTORS

Figure A2.1. Sample AF Form 2519.

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA EVALUATION CHECK LIST—For Commanders and Directors		OPR	DATE	
NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	✓		
1.	STINFO officer appointed in writing to manage the STINFO program.			
2.	Copy of appointment sent to SAF/AQT.			
3.	Management of the STINFO program is the full-time duty assignment of the STINFO officer.			
4.	STINFO program officer is organizationally aligned to provide direct reporting to the commander on STINFO program status.			
5.	STINFO officer has appropriate grade and delegated authority to enforce program participation.			
6.	STINFO officer has adequate authority to have points of contact appointed (i.e., in other branches or divisions) to perform parts of the program.			
7.	Adequate personnel resources and office facilities provided to accommodate the STINFO function.			

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